

Required Reports from Circuit Courts and Judges

The following is an alphabetic list of reports that circuit courts and judges must prepare and submit to the State Court Administrative Office. It contains the name of each report, its due date (if one), the form number (if one), who submits the report, and where the report is to be submitted. Included in the list are some orders which must be submitted upon entry. At the end of the list, reports with a specific due date are restated chronologically. Drug court programs have additional reporting requirements and should contact Trial Court Services for further information.

Alphabetic List

<u>Report Name (Form Number)</u>	<u>Submitted By</u>	<u>Send To</u>	<u>Method of Submission</u>	<u>Authority</u>	<u>Due Date</u>
Absent Without Legal Permission	Chief Circuit Judges	Family Services	MCAP*	AO 2002-4	Monthly
Appointment of Court Officers	Circuit Courts	Trial Court Services	Paper	MCR 3.106(B)(2)	As it occurs
Circuit Court Caseload (SCAO 31)	Circuit Courts	Trial Court Services	MCAP*	MCR 8.103	1/30
Circuit Court Caseload Verification	Circuit Courts	Trial Court Services	MCAP*	MCR 8.103	2/28
Counsel Appointments	Circuit Courts	Trial Court Services	MCAP*	MCR 8.123	2/15
Delay in Criminal Proceedings (SCAO 63)	Chief Circuit Judges	Regional Office	MCAP*	MCR 8.110(C)(5)	1/7, 4/7, 7/7, 10/7
Delay in Matters Submitted to Judge (SCAO 27)	Circuit Judges through Chief Judge	Regional Office	MCAP*	MCR 8.107(B)	First business day of January, April, July, and October plus 7 days
Drug and Drunk Driving Case Reimbursement (SCAO 24)	Circuit Courts	Finance	MCAP*	MCL 257.323d MCL 257.625h	3/31

*These reports are submitted electronically through a web-based application accessible through the Michigan Court Application Portal (MCAP) at <http://courts.mi.gov/mcap/>.

August 22, 2013

Required Reports from Circuit Courts and Judges

<u>Report Name (Form Number)</u>	<u>Submitted By</u>	<u>Send To</u>	<u>Method of Submission</u>	<u>Authority</u>	<u>Due Date</u>
Financial Report (SCAO 17)	Circuit Judges and Referees	Regional Office	Paper	Canon 6c	4/15
FOC Grievance Record (SCAO 28)	Chief Circuit Judges	Family Services	Paper	MCL 552.526 MCL 552.519	1/15 and 7/15
FOC Statutory Review (FOC 17)	Chief Circuit Judges	Family Services	Paper	MCL 552.524	8/1
Judicial Absence Report (SCAO 25a)	Circuit Judges through Chief Judge	Regional Office	Paper	MCR 8.110(D)(6) Annually	
Michigan Trial Court Incident Report	Circuit Courts	Regional Office	Paper		As it occurs
Order for Administrative Closing (PC 671)	Circuit Court Family Divisions	Regional Office	Paper	MCR 5.144(A)(2)	Upon entry of order
Order Limiting Access to Proceedings	Circuit Courts	Regional Office	Paper	MCR 8.116(D)(3)	Upon entry of order
Order to Seal Court Records	Circuit Judges	Regional Office and Supreme Court Clerk	Paper	MCR 8.119(F)(7)	Upon entry of order
Outstanding Receivables Aging Report	Circuit Courts and Family Divisions	Trial Court Services	MCAP*		7/30

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<u>Report Name (Form Number)</u>	<u>Submitted By</u>	<u>Send To</u>	<u>Method of Submission</u>	<u>Authority</u>	<u>Due Date</u>
Payment/Adjustment Distribution of Assessments by Case Type and Payment/Adjustment Year	Circuit Courts and Family Divisions	Trial Court Services	MCAP*		7/30
Payment of Retired Judges Sitting by Assignment	Circuit Court	Regional Offices	Paper or Excel Spreadsheet	April 11, 2013 Memo from State Court Administrator	2/15
Permanency Indicators Report (SCAO66)	Circuit Courts and Family Divisions	Trial Court Services	MCAP*	MCL 712A.22	1/30 beginning in 2014
Prison Condition Lawsuit Dismissal Orders (CC 78)	Circuit Judges	Trial Court Services	Paper	MCL 600.5529 SCAO ADM 2000-10	Upon entry of order
Report of Jury Fees (SCAO 45)	Circuit Courts	Finance	MCAP*	MCL 600.151e	4/30 and 10/31
Summary Report of Outstanding Receivables by Cash Code and Case Type	Circuit Courts and Family Divisions	Trial Court Services	MCAP*		7/30

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Required Reports from Circuit Courts and Judges

Chronological List

<u>Due Date</u>	<u>Report Name</u>
First business day of January + 7 days	Delay in Matters Submitted to Judge*
January 7	Delay in Criminal Proceedings*
January 15	FOC Grievance Record
January 30	Circuit Court Caseload*
January 30	Permanency Indicators Report*
February 1	Judicial Annual Leave
February 15	Counsel Appointments*
February 15	Payment of Retired Judges Sitting by Assignment
February 28	Circuit Court Caseload Verification*
March 31	Drug and Drunk Driving Case Reimbursement*
First business day of April + 7 days	Delay in Matters Submitted to Judge*
April 7	Delay in Criminal Proceedings*
April 15	Financial Report
April 30	Report of Jury Fees*

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Required Reports from Circuit Courts and Judges

First business day of July + 7 days	Delay in Matters Submitted to Judge*
<u>Due Date</u>	<u>Report Name</u>
July 7	Delay in Criminal Proceedings*
July 15	FOC Grievance Records
July 30	Outstanding Receivables Aging Report*
July 30	Payment/Adjustment Distribution of Assessments by Case Type and Payment/Adjustment Year*
July 30	Summary Report of Outstanding Receivables by Cash Code and Case Type*
August 1	FOC Statutory Review
First business day of October + 7 days	Delay in Matters Submitted to Judge*
October 7	Delay in Criminal Proceedings*
October 31	Report of Jury Fees*

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